

## DEPARTMENT NOTICE:

**Office of Origin:** HR/EX  
**Announcement Number:** 2006\_07\_078  
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### **Attention - Government-Provided PCS-Related TDY Lodging in the Washington, D.C. Area**

1. HR is pleased to announce the **Department of State Permanent Change of Station (PCS) Lodging Program**. This is a pilot program to provide housing for employees on temporary duty for training funded by the PCS account. Time spent on HR funded consultations in conjunction with FSI training will be included in this program.
2. The Bureau of Human Resources has entered into a contract with Oakwood Apartments to provide housing for employees on PCS orders for training at FSI. This housing will be provided to Department of State employees on a first-come/first-serve basis with priority given to employees on longer term training who are accompanied by eligible family members. Participating employees will not receive the lodging portion of the per diem allowance; HR will direct these funds to pay the contractor directly. Participating employees will receive the Meals and Incidentals (M&IE) portion of the per diem allowance on the usual sliding scale, (that is, 100 % for the 1<sup>st</sup> 60 days, 50 % for the next 60 days, and 25 % for any days thereafter).
3. Each apartment is fully furnished along with a full kitchen including all of the items usually provided by corporate housing providers. Pets are welcome with an additional fee paid by the employee. The number of bedrooms will depend on family size and availability but is limited to studios, one, and two (2) bedrooms for this pilot program. The contractor will also provide transportation to and from FSI to accommodate class schedules as well as to and from the Falls Church Metro Station. For more information about Oakwood please visit their web sites at <http://www.oakwood.com/cms/departments-of-state.html> or [www.oakwood.com](http://www.oakwood.com). Oakwood has dedicated their Falls Church property to this program.
4. To kick start the program, the requirements established below for employees to request inclusion in this lodging program via their TMTWO and have it annotated in their orders will be relaxed. Any employee who already has orders or has submitted his/her TMTWO may still take advantage of the program by calling Oakwood at 1-888-998-3265 to request reservations. Once reservations are confirmed, employees should contact [hrpcslodging@state.gov](mailto:hrpcslodging@state.gov) to request amended orders. Employees who presently have reservations at Oakwood may also participate by e-mailing [hrpcslodging@state.gov](mailto:hrpcslodging@state.gov). While normally reservations would not be confirmed until 30-45 days before travel, reservations for employees arriving through August 30<sup>th</sup> will be accepted on a first-come/first-serve basis. The contract is limited to 100 apartments. Therefore, employees interested in this

program should make every effort to request reservations as soon as their travel plans are firm. Since confirmation of reservations cannot be made until travel orders are issued, your management of the travel orders process is important.

5. Once fully operational, this program will adhere to the following procedures:

- Participating employees will include their desire to utilize this program for their housing needs in their TMTWO.

- Employees will request reservations by contacting Oakwood at <http://www.oakwood.com/cms/department-of-state.html> or by calling 1-888-998-3265 from 9:00a.m. to 5:00p.m., Eastern Standard Time.

- Once employees receive their travel orders, they will provide the travel authorization number to the contractor.

- The contractor will confirm reservations, subject to the availability of rooms, 30-45 days prior to arrival. However, reservations cannot be confirmed until after the travel order number is received.

6. The Department of State will only pay for the cost of the apartment for the days authorized by the travel orders. These costs include utilities, local phone service, basic cable TV, maid service, shuttle service to and from FSI and the Falls Church Metro station, high-speed internet, use of fitness center and parking.

7. Any other expenses will be the responsibility of the employee. These expenses will include but are not limited to: a one time pet fee charged at move in, long distance phone calls, pay per view television programming, dry cleaning, and additional days not covered by the PCS orders.

8. PCS Room charges will be billed directly to the Department of State and will not have to be paid by the employee. This will reduce the need for travel advances and out of pocket expenses. Vouchers for M&IE will be processed in the normal fashion.

9. It is our goal to expand this program as quickly as possible to accommodate all employees wishing to take advantage of this contract.

10. Questions can be directed to: [hrrpcslooding@state.gov](mailto:hrrpcslooding@state.gov)